



SAFETY BRIEFING

for

FAA LINES OF BUSINESS (LOB)



Office of Environment and Energy, AEE-200

Dr. Tom Holloway, Division Manager

Employee OSH Program

Occupational Safety and Health (OSH)

- **Tailors OSHA requirements to FAA workplaces**
- **Establishes the OSH policy framework**
- **Assigns responsibility for LOB OSH program**
- **Requires a workplace free of recognized hazards**
- **Requires management & employee participation**

PROGRAM ELEMENTS

- **Safety and health organization**
- **OSHECCOM at national, regional, and field level**
- **Trained safety and health professionals**
- **Safety awards program**
- **Safety and Health procedures and guidance**
- **Ops budgets in each LOB**
- **Training**
- **Workplace Inspections**
- **Measures of effectiveness, track success**

LINE OF BUSINESS

- **Demonstrate LOB OSH commitment and support.**
- **Implement OSH policy requirements for the LOB.**
- **Provide OSH awareness for LOB managers and employees.**
- **Provide operations funds for OSH training, travel, PPE, etc. in the LOB.**
- **Update LOB policies, procedures, and directives when OSH policies change.**

LINE OF BUSINESS

- **Designate an OSH point of contact (POC) for the LOB to coordinate OSH issues and implement the program.**
- **Identify and fund OSH training needs for LOB.**
- **Ensure that written procedures are in place to protect LOB employees from discrimination, reprisal, or restraint as a result of participation in the FAA OSH program.**

SUPERVISORS

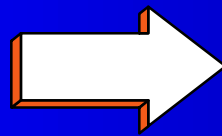
- **Demonstrate commitment to the safety and health program.**
- **Conduct and document workplace inspections.**
- **Identify and correct hazards.**
- **Complete and document job safety analyses (JSA).**
- **Conduct and document employee awareness training.**

SUPERVISORS

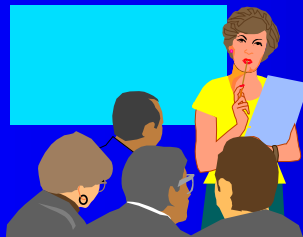
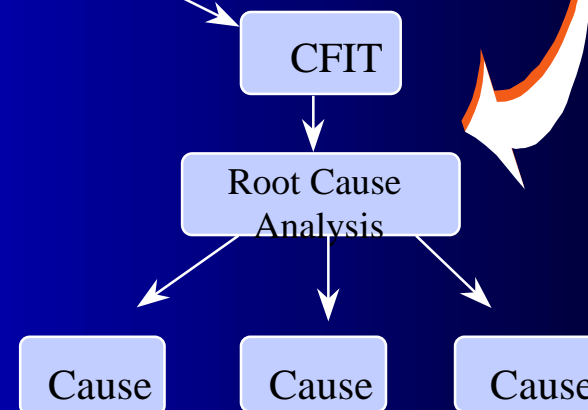
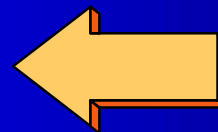
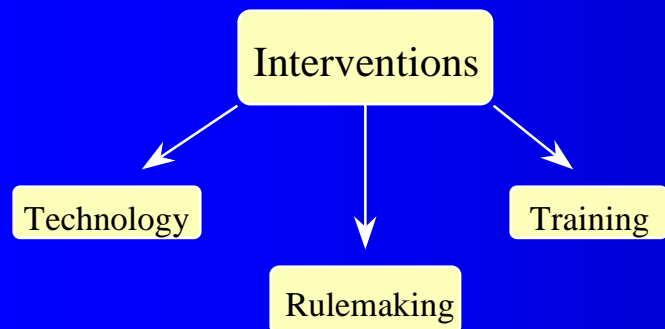
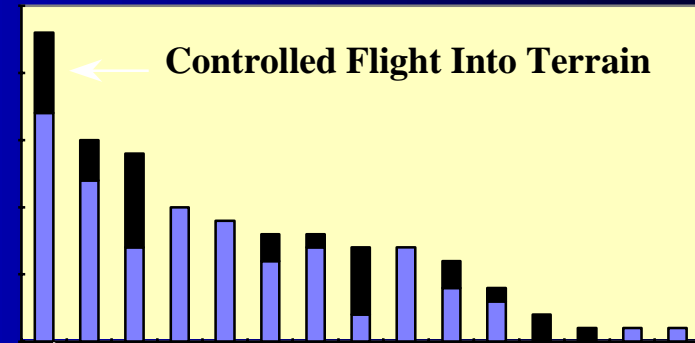
- **Enforce OSH rules and regulations and safe work practices.**
- **Investigate mishaps and determine cause.**
- **Complete CA-1, CA-2, or CA-6 as appropriate.**
- **Utilize the safety committee, collateral duty, and other occupational safety and health personnel as a source of advice and assistance.**

EMPLOYEES

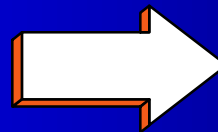
- **Demonstrate commitment to the safety and health program.**
- **Comply with FAA, OSHA, and medical surveillance requirements and safe work practices.**
- **Attend applicable OSH-related training sessions and committee meetings.**
- **Promptly report unsafe/unhealthful working conditions, situations, work-related injuries, illnesses, and mishaps to supervisors.**



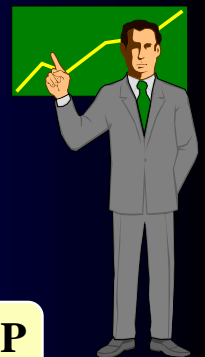
**DETERMINE MAJOR
SAFETY AREAS**



JOINT SAFETY ACTION PLAN



**EVALUATE & FOLLOW-UP
INTERVENTIONS**



REPORTING SYSTEMS

- **Use Worker Compensation Information System (WCIS) for injuries and illnesses.**
- **Use Safety Management Information System (SMIS) for trend analysis, root cause analysis, non-injury mishaps, and supplemental information on injuries and illnesses.**
- **MOA for data sharing between the two systems.**
- **Both systems developed with F&E funding.**
- **LOB's will need to pay their share of approx. \$200K/year funding.**

AEE

- **Establish OSH policies.**
- **Serve as the FAA focal point for OSH policy issues and as OSH liaison with outside agencies.**
- **Review guidelines and directives produced by other FAA organizations to implement OSH policies.**
- **Interpret OSHA regulations.**
- **Conduct OSH program oversight assessments.**

AEE

- **Identify the training needed to comply with OSHA and define in general terms who should receive the training.**
- **Sponsor and coordinate the national OSHECCOM.**
- **Develop and administer the FAA Safety Management Information System (SMIS).**
- **Participate in other safety management activities.**

ANS

- **Technical assistance for implementation of FAA OSH program across lines of business.**
- **Budget for Facilities and Equipment (F&E) OSH requirements.**
- **Develop guidance and planning documents to help implement the FAA OSH program.**
- **Prioritize requirements for all FAA OSH training.**

ANS

- **Assist the Resources Management Program (AFZ) in developing training.**
- **Provide technical support for including OSH considerations in the Acquisition Management System (AMS) life cycle process.**
- **Provide periodic updates to national headquarters management on OSH program progress, potential problems, and trends.**

AAM

- **Provide medical evaluations, monitoring, support.**
- **Provide technical support for AEE policy.**
- **Make OWCP claim and light duty recommendations.**
- **Administer the medical surveillance program.**
- **Coordinate medical surveillance information.**

AHR

- **Administer the FAA Workers' Compensation Program (OWCP).**
- **Coordinate OWCP information with OSH program managers and the Federal Air Surgeon.**
- **Ensure that OSH policies, training, and procedures are compatible with established labor and employee practices.**
- **Ensure that OSH policies are consistent with affirmative action employment programs.**

AHR

- **Ensure that position descriptions and employment standards require OSH training, personal protective equipment (PPE), medical monitoring, and safety performance.**
- **Make hazardous duty pay and environmental differential pay determinations, in coordination with AEE, ANS, and AAM personnel, based on hazard assessment, AHR policies, OSHA standards, and OPM regulations (if applicable).**

OSHECCOM

- **Promote a safety culture in the FAA.**
- **Committees at national, regional, and field level.**
- **Advise and assist management in implementing and monitoring safety and health programs.**
- **Provide a forum for information exchange.**

RECOMMENDATIONS

- **Recommend LOB POCs identify OSH requirements for their respective organizations, by December 1, 2000.**
- **Recommend LOBs and regions develop a plan, consistent with the budget cycle, to establish fenced funding to meet the identified OSH operational requirements, by December 15, 2000.**

RECOMMENDATIONS

- **Recommend LOB POCs develop a brief status report for these two items and submit the report to the OSHECCOM Coordinator by December 2000, one month prior to the next National OSHECCOM meeting in January 2001.**



Thank You

Office of Environment and Energy, AEE-200

Dr. Thomas Holloway, Division Manager